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Subject Area: ***Support Services Directory - Requesting Changes***

Contents: Support Services Directory - Requesting Changes

Effective Date: July 1999
Point of Contact: SBMS Help Desk

Section	**Overview of Content** **(see section for full process)**
Introduction 1. Requesting Changes	• Forward message to the SBMS Help Desk specifying the changes. Include specified information.
Definitions	
Exhibits None	
Forms None	

Training Requirements and Reporting Obligations

This subject area does not contain training requirements.

This subject area may or may not contain reporting obligations. See the subject area until obligations are listed here.

References

None

Standards of Performance

All staff and guests shall comply with applicable Laboratory policies, standards, and procedures, unless a formal variance is obtained.
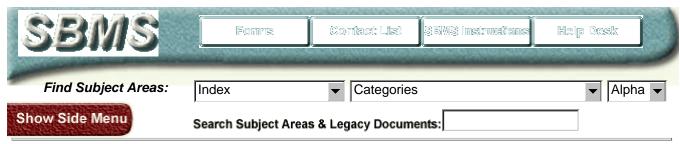
Management System

This subject area belongs to the management system.

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1.1-071999-/standard/07/1500t011.htm

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Subject Area: ***Support Services Directory- Requesting Changes***

Introduction: Support Services Directory- Requesting Changes

Effective Date: **July 1999**
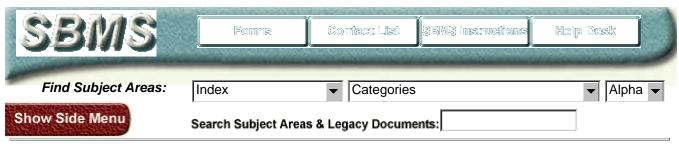
Point of Contact: SBMS Help Desk

This procedure describes the process for requesting changes to the SBMS Support Services Directory. The need for changing the directory could be due to:

- reassignment or retirement of the previous Point of Contact (POC);
- elimination of a support service area;
- a new support service area to be added to the listing; or
- a new POC to be added to the listing.

Only the line manager (or delegate) responsible for the specific support service is authorized to change the service area and/or POC listing. All requests for changes to the specific support service area or POC must be authorized by the appropriate line manager and submitted to SBMS Administration for incorporation into the Support Services Directory. Authorization may be by signed hard copy memo or by electronic message from the appropriate manager or delegate.

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1.0-071999/standard/15/1500i011.htm

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*Subject Area: **Support Services Directory- Requesting Changes***

1. Requesting Changes

Effective Date: **July 1999**

Point of Contact: SBMS Help Desk

Applicability

This information applies to all staff who request changes to the Standards-Based Management System (SBMS) Support Services Directory.

Required Procedure

All change requests to the Support Services Directory must be approved by the line manager (or delegate) responsible for delivering the support service to the Laboratory.
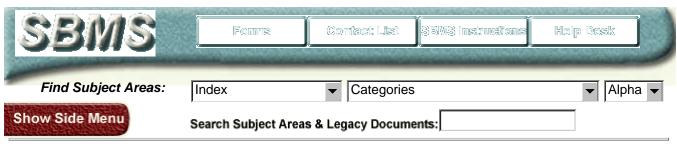
Step 1	Staff or line manager forwards a message to the SBMS Help Desk specifying the changes (additions/deletions) that must be made. The message must include: • Name of support service area • Name of point of contact (POC) for the support service area • Line manager's authorization **Note:** The Authorization may include a signed memo or an electronic mail message from the manager.

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1.1-071999/standard/15/1501d011.htm

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Subject Area: **Support Services Directory- Requesting Changes**

Definitions: Support Services Directory- Requesting Changes
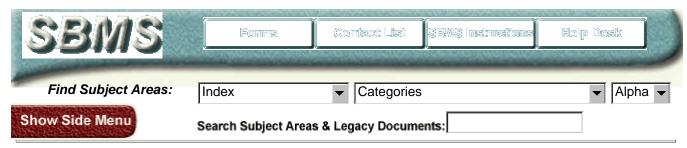
Effective Date: **July 1999**

Point of Contact: SBMS Help Desk

There are no definitions for this subject area.

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1.0-071999/standard/15/1500l011.htm

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Subject Area: **Support Services Directory- Requesting Changes**

Revision History: Support Services Directory- Requesting Changes

Point of Contact: SBMS Help Desk

Revision History of this Subject Area

Date	Description	Management System
July 1999	This is a new subject area and is being issued for the first time via the SBMS Subject Area listing. This subject area establishes the procedures for ensuring proper change control of the Support Services Directory.	Standards-Based Management System

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1.0-071999/standard/15/1500a011.htm

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